MIDD-WEST SCHOOL DISTRICT

Entry Plan

**Daphne D. Snook**

July - August, 2009

* Schedule time to review notes left by Mrs. Hallinan
* Meet frequently with superintendent to discuss district needs and priorities.
* Schedule meetings with principals to discuss building/grade level needs and priorities.
* Schedule meeting with network administrators to discuss needs and priorities.
* Schedule meeting with technology integration coach to discuss needs and priorities
* Fill temporary position of substitute technology integration coach.
* Schedule meeting with business manager to discuss budget
* Review 2009 PSSA scores, create charts, and present findings to the school board
* Create administrative goals for 2009-2010; goals will reflect priorities identified through meetings, data analysis, and needs survey.
* Learn the names of District employees and board members by studying 2008-2009 school yearbooks
* Complete home school portfolios; send out approval letters & organized 2009-2010 files
* Plan and coordinate district New Teacher Orientation day
* Plan and coordinate district Professional Development days for August 19th and 20th, as well as throughout the remainder of the school year.
* Attend interviews for positions still that remain open for beginning of the year
* Write letter to the faculty
* Create needs assessment survey for faculty regarding professional development and technology
* Meet with curriculum council to discuss needs and priorities